



Alconbury Recreation Field Charity (ARFC)

Health & Safety Policy

1. Policy Statement

Alconbury Recreation Field Charity (ARFC) is committed to ensuring the health, safety, and welfare of all trustees, staff, volunteers, hirers, users, visitors, and contractors who use or work within ARFC premises and grounds.

As a volunteer-led charity, we recognise our duty of care under the Health and Safety at Work etc. Act 1974 and related regulations, including the Management of Health and Safety at Work Regulations 1999, the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, and the Control of Substances Hazardous to Health (COSHH) Regulations 2002. We will take all reasonably practicable steps to:

- Provide and maintain safe facilities, equipment, and working practices.
- Prevent accidents, injuries, ill health, and risks to safety.
- Promote a culture of safety awareness and shared responsibility.
- Ensure safeguarding measures are in place for children and vulnerable adults.
- Comply with all relevant statutory requirements and good practice guidance.

Health and safety is a shared responsibility. Everyone using ARFC facilities must take reasonable care of their own safety and that of others, and report hazards or concerns promptly.

2. Scope

This policy applies to:

- ARFC Trustees, staff, volunteers, and contractors acting on behalf of ARFC.
- Hirers and users of ARFC premises, including affiliated clubs and ASSC members when using shared spaces.
- Visitors and members of the public attending events or activities on ARFC premises.

3. Responsibilities

3.1 The Board of Trustees

The ARFC Board of Trustees holds overall responsibility for ensuring compliance with health and safety law and best practice. Trustees will:

- Approve and review this policy annually.
- Ensure Health & Safety Risk Assessments are completed at least annually.
- Act on any findings or recommendations from risk assessments.
- Ensure appropriate insurance cover is maintained (including public liability);
- Promote a positive safety culture across all activities and facilities.
- Verify that contractors engaged by ARFC are competent, insured, and provide risk assessments/method statements.
- Ensure safeguarding duties are considered in all activities.

3.2 The Chair / Designated Health & Safety Lead

The Chair (or appointed H&S Trustee) will:

- Oversee implementation of this policy.
- Monitor compliance with safety measures and risk assessments.
- Lead investigations into any reported accidents, incidents, or near misses.
- Ensure statutory reporting of serious incidents under RIDDOR where required.
- Liaise with local authorities or regulatory bodies if required; and
- Ensure this policy and risk assessment are reviewed annually, or sooner if activities change.

3.3 Trustees, Volunteers, Staff, and Contractors

All individuals acting for ARFC must:

- Take reasonable care of their own health and safety and that of others.
- Co-operate with the ARFC Board of Trustees to enable compliance with legal duties.
- Follow ARFC's procedures, signage, and safe systems of work.
- Report hazards, defects, or unsafe conditions immediately.
- Use any provided safety equipment or PPE appropriately.

3.4 Hirers and Users of Premises

All hirers, clubs, and user groups are required to:

- Conduct their activities safely and in accordance with this policy.
- Carry out their own risk assessments where applicable.
- Supervise participants and ensure the safety of children or vulnerable adults, including having appropriate safeguarding policies.
- Report any accidents, incidents, or hazards to an ARFC trustee or representative.

4. Arrangements and Procedures

4.1 Risk Assessment

- A Health & Safety Risk Assessment covering all ARFC facilities and activities will be completed and reviewed annually, or sooner if there are significant changes.
- The current risk assessment (dated 11 April 2025) forms part of this policy framework.
- Identified control measures will be implemented and monitored by trustees.

4.2 Training and Awareness

- Trustees, staff, and volunteers will receive basic induction or guidance on safe working practices relevant to their role (e.g. manual handling, working at height).
- Contractors must demonstrate competency and provide relevant training records.
- All users are encouraged to “see it, sort it, or report it” in respect of hazards.

4.3 Incident Reporting

- All accidents, incidents, and near misses must be recorded in the Accident Book and reported to the Chair or H&S Lead.
- Records will be kept securely in compliance with UK GDPR and retained for a minimum of 3 years (or longer where incidents involve children).
- Serious incidents will be investigated and reported under RIDDOR where required.

4.4 Fire Safety

- A separate Fire Risk Assessment will be maintained and reviewed annually.
- Fire exits must be kept clear and emergency procedures displayed.
- Emergency evacuation procedures (including assembly points) will be communicated to hirers and user groups.
- Fire drills will be reviewed annually with key user groups.

4.5 First Aid

- A suitable First Aid Kit will always be available on site.
- The kit will be checked and replenished quarterly by a nominated trustee.
- Where possible, ARFC will maintain at least one trained First Aider among trustees or volunteers.
- For events, hirers are responsible for ensuring adequate first aid cover.
- Serious incidents must be reported to the Chair immediately.

4.6 Contractors and Maintenance

- Contractors must be competent and insured and follow site safety rules.
- ARFC will request evidence of insurance, risk assessments, and method statements.
- All plant and equipment will be maintained in a safe condition.
- Electrical equipment will be PAT tested and fixed wiring inspected periodically.

4.7 Lone Working

- Lone working should be avoided where possible.
- Where unavoidable, individuals must have access to a mobile phone and notify another trustee of their presence.
- A simple check-in/check-out system (e.g. phone or messaging) must be used.

4.8 COSHH and Hazardous Substances

- All cleaning products and substances will be assessed and stored safely in accordance with COSHH regulations.
- Safer alternatives will be used where possible.
- COSHH assessments will be reviewed annually.

4.9 Monitoring and Review

- Health & Safety will be a standing agenda item at ARFC Board of Trustees meetings, to include any Health & Safety issues, incidents, and ongoing actions from previous investigations.
- This policy and risk assessment will be reviewed every 12 months, or earlier if activities, facilities, or legislation change.

5. Communication

- This policy will be displayed or made available within the ARFC premises.
- Hirers and contractors will be provided with a copy or summary as part of their hire or contract terms.
- Users with additional needs will be provided information in accessible formats on request, in line with the Equality Act 2010.

Signed on behalf of the Trustees:

Name: C. Bodley

Role: Chair

Date: 22nd October 2025

Date Approved: 22nd October 2025

Review Due: October 2026 Revision No 1

Signed (Chair): C. Bodley